

INSTRUCTIONS TO CREATE AN ACCOUNT

Use the following link to access the online licensing system:

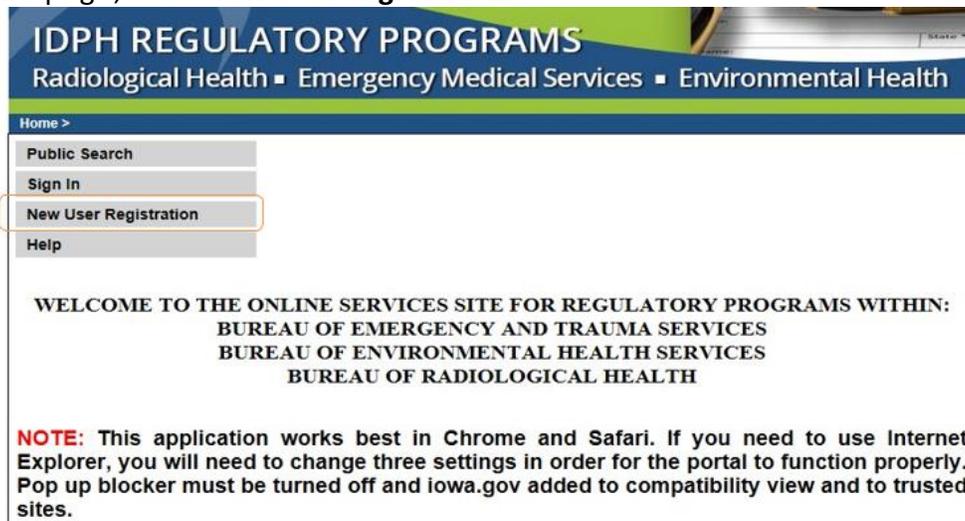
<https://dphregprograms.iowa.gov/PublicPortal/iowa/IDPH/common/index.jsp>

For assistance with creating an account, finding a username, or resetting a password, call the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

STEP 1: NEW USER REGISTRATION

To start the application process, you will need to create an account. From the licensing portal home page, click **New User Registration**.



STEP 2: ENTER REGISTRATION DETAILS

Enter your First and Last name in the appropriate boxes, then click **Register**. (Note: You must have a valid personal email address to complete the following steps to create an account.)

The following screen requires you to enter your email twice. Your Account ID, First, and Last names will be filled in automatically.

If the Account ID field is blank, enter a username in the following format: *firstname.lastname*

When you have completed all the required fields, click **Save Account Details**.

Create Account

DPH Regulated Communities

Account Id:
@IOWAID

First Name:

Last Name:

Email:

Confirm Email:

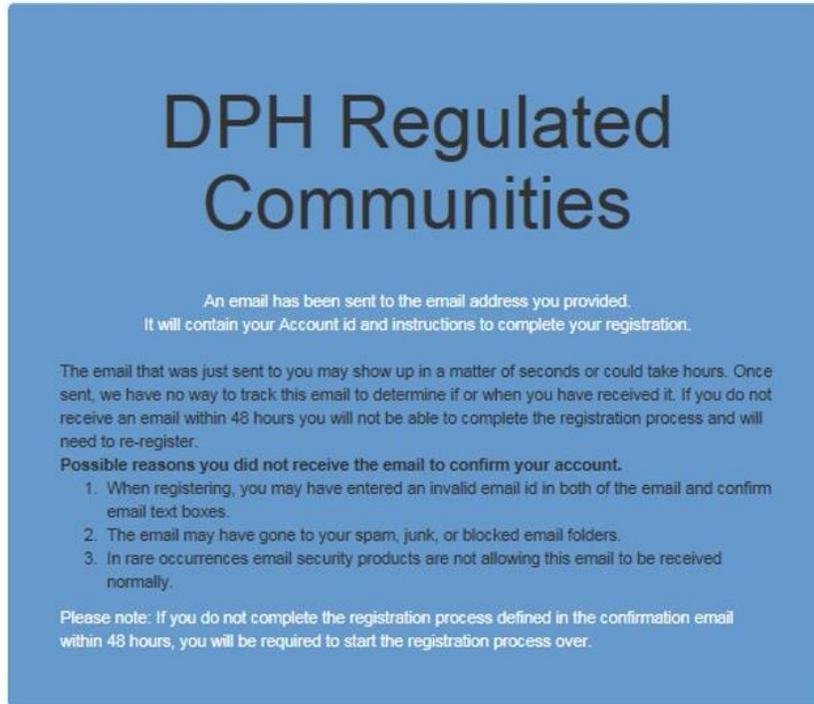
A pop-up will appear. Click **OK** to continue.



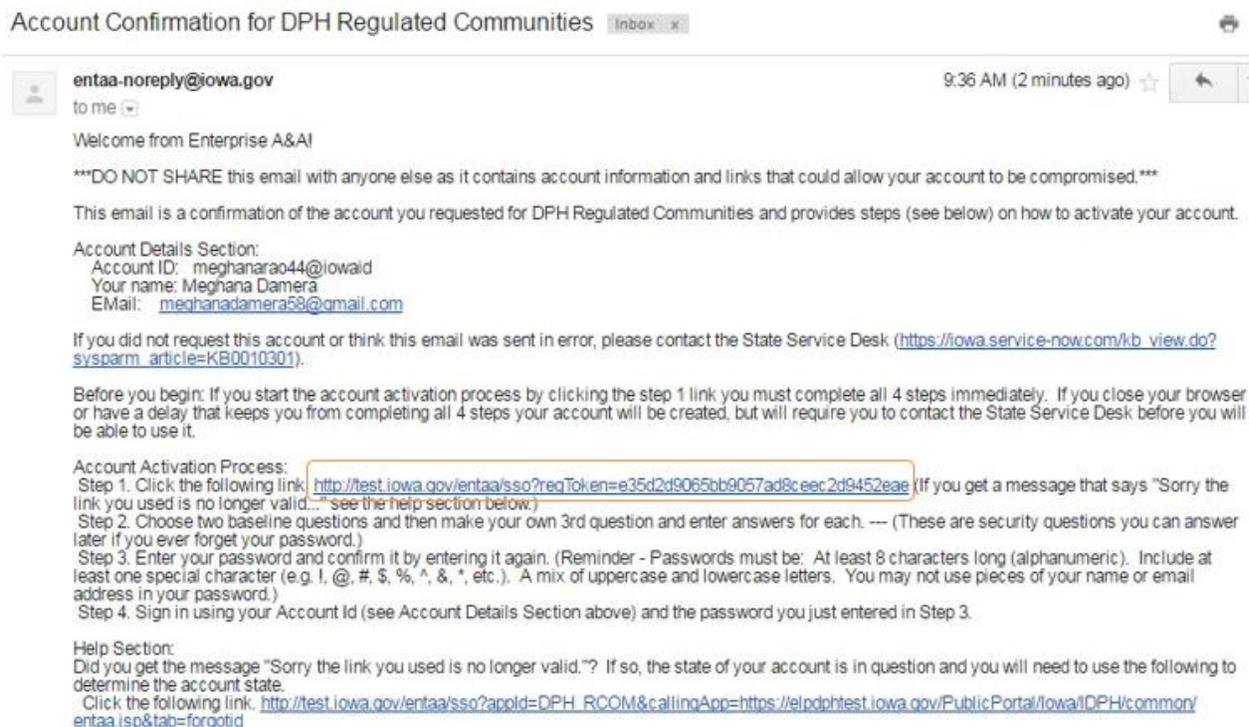
STEP 3: ACCOUNT ACTIVATION

The next page will direct you to check your email (the email you entered on the previous screen) to complete the process of creating an account.

Registration Confirmation



Open the email that was sent to you with the subject **“Account Confirmation”**. Click the link in the body of the email to complete the activation process.



STEP 4: ENTER SECURITY QUESTIONS

Clicking on the link provided in your email will take you to the page to set up your account security details.

Select your security questions and provide the answers. For Question 3, write your own security question and provide your answer. When you have filled out all the security question details, click **Save Identity Baseline**.

Identity Baseline

DPH Regulated Communities

Identity Baseline for MEGHANARAO44@IOWAID

On this page, you must create your identity baseline. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

— Select Question —

Answer 1:

Confirm:

Question 2:

— Select Question —

Answer 2:

Confirm:

(Create your own questions)

Question 3:

Answer 3:

Confirm:

[Save Identity Baseline](#) [Help](#)

STEP 5: SET PASSWORD

Next, you will need to **create a password** for your account. Type in your password twice and click **Save New Password**. (Note: your password will need to meet all the password rules listed below.)

Change Password

You must change your password.

DPH Regulated Communities

Password Change for MEGHANARAO44@IOWAID

Enter new password:

Confirm new password:

[Save New Password](#) [Cancel](#) [Help](#)

Password Rules

Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

STEP 6: ENTER INDIVIDUAL ACCOUNT INFORMATION

After creating your Password, you will be taken to the sign in page. Sign in using your new Account ID and Password.

Once you have signed in, the next screen will ask you to enter your SS# and Date of Birth in the corresponding box. (Note: SS# must be entered without dashes or spaces.)

Click **Continue** after completing the required fields.

IDPH REGULATORY PROGRAMS

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > Web Registration SSN

Home	Individual Information	
Sign In	SSN:	<input type="text"/>
Help	Confirm SSN:	<input type="text"/>
	Date of Birth:	<input type="text"/>
		Continue Reset

STEP 7: PROVIDE PROFILE DETAILS

On the following page, your Email Address, SSN and Date of Birth fields will be filled in. Complete the remaining **Basic Profile Details** and **Physical Address Details**. (Fields with red asterisks are required.) When you have finished entering your information, click **Continue**.

Home > Web Registration Profile			
Home	Basic Profile Details		
Sign In	First Name*	<input type="text"/>	
Help	Middle Name	<input type="text"/>	
	Last Name*	<input type="text"/>	
	Suffix	<input type="text"/>	
	Email Address*	<input type="text"/>	
	SSN:	<input type="text"/>	
	Date of Birth:	<input type="text"/>	
Physical Address Details			
Address is:	<input type="text"/>	ATTN:	<input type="text"/>
Street Number*:	<input type="text"/>	City*:	<input type="text"/>
Street Prefix:	<input type="text"/>	County:	<input type="text"/>
Street Name*:	<input type="text"/>	State*:	<input type="text"/>
Street Type*:	<input type="text"/>	Country:	<input type="text"/>
Street Direction:	<input type="text"/>	Zip Code*:	<input type="text"/>
Unit Type:	<input type="text"/>	Phone 1*:	<input type="text"/>
Unit Number:	<input type="text"/>	Phone 2:	<input type="text"/>
	<input type="button" value="Continue"/>	<input type="button" value="Reset"/>	

Next, you will be taken to your **Profile** page. The Basic Profile Details and Physical Address Details you entered will appear here, and your account PIN number in the upper right corner.

Home > My Profile				
Home	Basic Profile Details			
Sign Off	Name:	<input type="text"/>	PIN: 349701	
Help	Date of Birth:	<input type="text"/>		
	Email Address*:	<input type="text"/>		
	Preferred Address:	<input type="text"/>		
Registered User's Memberships	Physical Address Details			
	Address is:	<input type="text"/>	ATTN:	<input type="text"/>
	Street Number*:	<input type="text"/>	City*:	<input type="text"/>
	Street Prefix:	<input type="text"/>	County:	<input type="text"/>
	Street Name*:	<input type="text"/>	State*:	<input type="text"/>
	Street Type*:	<input type="text"/>	Country:	<input type="text"/>
	Street Direction:	<input type="text"/>	Zip Code*:	<input type="text"/>
	Unit Type:	<input type="text"/>	Phone 1*:	<input type="text"/>
	Unit Number:	<input type="text"/>	Phone 2:	<input type="text"/>
	<input type="button" value="Continue"/>	<input type="button" value="Reset"/>	<input type="button" value="Addresses"/>	

Select a Membership for your Actions

WELCOME TO YOUR PROFILE PAGE!